

Request for Expression of Interest
Progress Place Site
Downtown Silver Spring, Maryland
Ripley District



Issued by
Montgomery County, Maryland
Department of General Services
November 22, 2011

Process Summary

November 22, 2011 – Request for Expressions of Interest Issued

December 8, 2011 Open House/Pre-Submission Meeting

January 13, 2012 – Submission Deadline

February 1, 2012 – Finalists selected and notified for interviews

Submission maximum length: no more than 25 typed pages, exclusive of exhibits such as maps, sketches, layouts, drawings, resumes, etc.

Submit one original and 8 copies of the proposal in 8 ½” by 11” format. One copy of large scale drawings and exhibits, if included, will be sufficient.

Contact: Greg Ossont, Department of General Services
Montgomery County Government
101 Monroe Street, 9th Floor
Rockville, Maryland 20850
greg.ossont@montgomerycountymd.gov

Request for Expression of Interest (REOI)
Progress Place Site
Downtown Silver Spring, Maryland
Ripley District

I. Introduction

The Progress Place property was a bakery facility located adjacent to the CSX railroad tracks in downtown Silver Spring that was acquired by Department of Housing and Community Affairs using Community Development Block Grant (CDBG) funds. The County is seeking a development entity that has the vision, interest and the ability to conceive and implement an overall development strategy for the Progress Place site, as described. The County is seeking to meet several public purposes through a public/private partnership as listed below. The list sets forth the variety of development goals that the County desires to meet with the partnership.

The goals include but are not limited to:

- Relocation of Progress Place at no cost to the County;
- Economic Development in the Fenton Village and Ripley Districts;
- Implementation of the Silver Spring, Ripley District Plan;
- Transit Oriented Development;
- Financial feasibility and market viability;
- Community compatibility including the impact on the local circulation system.

The role of the County in the process will be to act as a catalyst for site development by initiating a search to find a private sector or nonprofit developer.

The County will:

- Contribute its expertise in promoting the public purposes described above;
- Facilitate the successful redevelopment proposal with various County agencies;
- Help to coordinate with the surrounding community and the broader community of interest.

There are several neighborhoods nearby and interest groups involved with the Progress Place facility. These interests are represented by several civic associations and groups, including East Silver Spring Civic Association and the South Silver Spring Neighborhood Association.

II. Property Description

The Progress Place site consists of three properties:

**1014 Ripley Street,
JN 33, Block 4, Lot 7
7,062 SQ FT**

**8206 Colonial Lane
Parcel 2/Parking Lot 20
20,364 SQ FT**

**8210 Colonial Lane
Parcel 3
36,169 SQ FT**

All 3 properties are zoned: CBD-2, Maximum Height 200'

III. Background

The Progress Place facility is located adjacent to the CSX railroad tracks in downtown Silver Spring and was acquired by Department of Housing and Community Affairs using Community Development Block Grant funds. The building was renovated in 1992 and has been used by the Department of Health and Human Services to provide services to low income and homeless population in the Silver Spring area through contracts with Shepherd's Table and Interfaith Works.

The building is about 20,000 square feet and also houses a health clinic and offices. Shepherd's Table and Community Vision are the two primary programs at Progress Place. Community Vision provides daily services critical to the safety and well being of homeless men and women in Montgomery County. Community Vision is designed to provide support, advocacy, education and training for the homeless in Montgomery County; with the goal of empowering clients to obtain independence and self-sufficiency.

There is an accessory garage located close to the building, next to the tracks. The Parking Lot District (PLD) owns a surface parking lot adjacent to Progress Place that has 41 parking spaces. A third lot is addressed on Ripley and abuts Parcel 2. These three properties combined are about 1.5 acres and have significant redevelopment potential.

Programs conducted in this facility have expanded to the point that the building no longer adequately meets the needs of the community served. In addition, the facility is used as an emergency overnight shelter in the winter. All of the current services and uses in the existing location must be relocated and continued in the new facility.

A Program of Requirements has been developed for a new Progress Place. The new program outlines a facility that meets current and future needs for services provided by Progress Place and describes a space more appropriate for overnight emergency shelter

needs in winter months. A conceptual design has been completed as well. The concept plan contemplates an addition to Fire Station #1 at 8110 Georgia Avenue to house the relocated Progress Place facility and associated services. A preliminary cost estimate for the new building is \$12.5 million. A partnership that facilitates the construction of the addition and redevelops the existing Progress Place site is desired.

IV. Existing Background Documents

Master Plan – The Silver Spring CBD Sector Plan adopted in 2000 calls for the redevelopment of the Ripley District, defined as an area bounded by Georgia Avenue to the east and the CSX Railroad tracks, south of Bonifant Street, to the west. This small district is located within a ¼ mile of the Silver Spring Transit Center and is primarily comprised of industrial buildings. The area is zoned CBD-2 and has a 200 foot height limit, which would allow high density mixed use development literally in the heart of downtown Silver Spring.

The Sector Plan shows two future transportation improvements that will impact the Progress Place site. The Metropolitan Branch Trail (bikeway) will be built along the CSX tracks, removing 10 feet from the west end of the site. In addition, the Sector Plan calls for the extension of Dixon Avenue south of Bonifant Street which would remove another 30-35 feet from the east end of the site. These two infrastructure improvements should be incorporated into any redevelopment proposal.

V. Qualifications

The County will accept proposals from interested and qualified parties. A qualified party may be an individual, a for-profit or not-for-profit organization, or a consortium consisting of builders, architects, developers, project managers, financial institutions or other entities. In all proposals, the end user(s) for the property should be identified, and a letter of intent to participate should be included with the submission, if applicable. Each proposal shall include the qualifications of the individual, entity, or each member of the team proposed to work on the project. It will be the sole determination of the County whether the offeror is qualified.

Responses to this Expression of Interest shall include the following:

1. A discussion of design capabilities and construction experience;
2. A list of successfully completed mixed use and/or design build projects (or projects in process) of a similar nature and scope to the Progress Place project;
3. A detailed discussion of the financial capabilities of the offeror to accomplish the project. (Financial information will be held in confidence and returned to the offeror upon request); and
4. Background information on the development entities, and resumes of key personnel directly working with the project, including discussion of experience on similar projects.

VI. Proposal Requirements

Each proposal shall be limited to a maximum of 25 typed pages, exclusive of exhibits consisting of maps, sketches, layouts, drawings, etc. Resumes may be included beyond this page limit, with a two page maximum per resume. Proposals shall contain:

1. The offeror's qualifications as listed in Section V above. If a group or consortium is the offeror, please submit a specific individual contact person with complete address, telephone number and email for each entity involved;
2. A concept plan and description of the proposed approach to complete the project. The concept plan may include sketches, layouts, drawings or whatever means necessary to explain the proposer's intent. Identify the property's ultimate use(s) and user(s), if they differ from the development entity and have been determined at this phase of the project. The description must describe how the goals for development that is set forth and based on the following:
 - **Plan for the property to be compatible with the surrounding community with regard to use, access, parking, and level of activity.** Describe the level of public access that will be permitted on the site upon its redevelopment, how parking needs for uses on the site will be accommodated, and any off-site transportation improvements that will be required to make the development feasible, including but not limited to roadway improvements, shuttle buses, or other transportation alternatives.
 - **The strategy for development must be financially feasible and viable in the current or near term market.** Describe, generally, the total potential sources of funding for the project. If public financing is anticipated, describe the services or other assistance that may be requested from public agencies to complete the project. The County anticipates a limited role, if any role, in the funding of the proposed project.
 - **The project must maximize redevelopment objectives and satisfy relevant laws and regulations including adherence to the Silver Spring Master Plan.** Include a description of the offeror's understanding of the Master Plan requirements and the offeror's experience in implementing urban redevelopment.
 - **A detailed time line approach to accomplishing the project.** Include the steps that will be required to complete the proposed redevelopment plan, such as zoning changes and construction timing.

VII. Process and Schedule

Time Schedule: The County expects the REOI to meet the following schedule, but reserves the right to amend this schedule or cancel this solicitation at any time.

November 22, 2011	Request for Expression of Interest issued
December 8, 2011	Open House/Pre-Submission Meeting
January 13, 2012	Sealed submissions due by 4:00 p.m.
February 1, 2012	Finalists selected and notified for interviews

Submission Deadline: To be considered for the development rights for the site, individuals or groups should submit sealed responses containing proposal team qualifications and statements of interest to Greg Ossont, Deputy Director, Department of General Services **no later than the 4:00 p.m. on January 13, 2012.** The address for submissions is 101 Monroe Street, 9th Floor, Rockville, MD 20850. The outside of the proposal should state: "Statement of Interest and Qualifications, Progress Place Site, Silver Spring." The proposals will not be opened publicly; all information, especially financial capabilities, will be held in confidence.

Any proposal received after the deadline will be returned to the offeror unopened.

Submission content and format: Offerors must submit **one original and 8 copies of their proposal in 8 ½" by 11" format** (one copy of large scale drawings and exhibits, if included, will be sufficient).

Submissions should provide enough detail to address the considerations listed above, but detailed technical analysis is not required for the submission. The County reserves the right to request additional information during the REOI review period. During the review period, the County will answer written questions from proposers. All such questions, and the County's answers thereto, will be provided to all recipients of this REOI.

Questions about the submission process: Questions about the required submission should be directed to Greg Ossont, Deputy Director, Department of General Services at 101 Monroe Street, 9th Floor, Rockville, MD 20850 or by email at greg.ossont@montgomerycountymd.gov.

All questions, and the responses from the County, will be posted on the Montgomery County Department of General Services' website at:
<http://www.montgomerycountymd.gov/content/DGS/Dir/progress-place.asp>

Responses to all questions will be posted by **2:00 P.M. on Wednesday, December 21, 2011.**

VIII. Proposal Evaluation Process

The proposal evaluation committee will be composed of at least one representative from the following groups/agencies:

- a. Montgomery County Department of General Services
- b. Montgomery County Department of Economic Development
- c. Montgomery County Department of Health and Human Services
- d. Montgomery County Offices of the County Executive

In addition to the qualifications of the Offeror, the evaluation of each proposal will be based on the degree to which the proposal meets the requirements and preferences stated in this REOI. Members of the evaluation committee will assess the degree to which each proposal meets the requirements and responds to the objectives stated in the request, based on the following:

1. Overall approach to the development, including the development concept and proposed uses, and the extent to which the proposer's approach indicates an understanding of the goals for the project and a realistic approach to accomplishing them **(15 points)**
2. Relevant experience in successfully planning and developing complex projects including training and demonstrated experiences with the urban and/or transit oriented redevelopment **(15 points)**
3. Ability and approach to relocating Progress Place **(10 points)**
4. Proposer's experience with financing large, complex real estate projects and ability to complete the project without County financial assistance **(10 points)**

A short list of highest scoring offerors will be interviewed by the evaluation committee. Details of the second phase of the selection process will be provided to those offerors invited to the interview process.

IX. Conditions and Limitations

This Request for Expressions of Interest does not represent a commitment or offer by the Montgomery County Government to enter into an agreement with an offeror or to pay costs incurred in the preparation of a response to this request. The responses and any information made a part of these responses will become a part of the project's official files. The County is not obligated to return the responses from the individual offerors.

The County, or its individual members, reserves the right, in its sole and absolute discretion, to reject any and all Submissions received in response to this REOI and to

cancel this REOI at any time, for any or no reason, prior to entering into a formal contract. The County further reserves the right to request clarification of information provided in Submissions submitted in response to this REOI without changing the terms of this REOI.

A response to this REOI should not be construed as a contract or indicate a commitment of any kind. The REOI does not commit the County to pay for costs incurred in the submission of a response to this REOI or for any costs incurred prior to the execution of a final agreement.

The Submissions, and any information made a part of the Submissions, will become a part of the project's official files. The County is not obligated to return the Submissions to the Developers. This REOI and the selected Developer's response to this REOI may, by reference, become a part of any formal agreement between the Developer and the County.

If a Developer contends that any part of its Submission is proprietary or confidential and, therefore, is limited to disclosure under the Maryland Public Information Act, MD Code Ann. State Gov't §§10-611 *et seq.* (the "MPIA"), the Developer must identify all information that is confidential or proprietary and provide justification for why such materials should not be disclosed by the County under the MPIA. The County, as custodian of Submissions submitted in response to this RFP, reserves the right to determine whether or not material deemed proprietary or confidential by the Developer is, in fact, proprietary or confidential as required by the MPIA, or if the MPIA permits nondisclosure. The County will favor disclosure of all Submissions in response to any request for disclosure made under the MPIA.

Developers must familiarize themselves with the properties included in Appendix A of this REOI and form their own opinions as to suitability for any proposed development on any or all of these sites. The County makes no representations as to these sites. The County, or its individual members, assumes no responsibility for site conditions including, but not limited to, environmental and soil conditions on these sites.

Developers are responsible for their own background investigation as to restrictions, if any, bearing upon title, zoning, subdivision, transportation, developability, utilities, and physical conditions at these sites. Soil tests and other invasive tests may not be conducted upon any of these sites during the REOI stage.

The County, reserves the right, in its sole and absolute discretion, to reject any and all Submissions received in response to this REOI and to cancel this REOI at any time, for any or no reason, prior to entering into any binding agreements. Responses to this REOI vest no legal or binding rights in the Developers nor does it or is it intended to impose any legally binding obligations upon the County, or any officials or employees of the County unless and until final legal binding agreements are negotiated and executed. The County further reserves the right to request clarification of information provided in Submissions as a response to this REOI without changing the terms of this REOI

Appendix A

